



COURSE OVERVIEW – TRAIN THE TRAINER TWO-DAY WORKSHOP

WHO SHOULD ATTEND:

- Managers or supervisors who must train or give presentations
- HR personnel
- Business development professionals
- In-house trainers
- Consultants
- New trainers
- Experienced trainers who want a refresher
- Department heads

WHAT YOU'LL LEARN:

- A Systematic Approach to Training - Learn the five focus areas needed to create effective training.
- Instruction delivery methods - Explore the pros and cons of various delivery methods and choose the ones that work best for your needs.
- How to do 'On the Job Training' – Shorten the time it takes people to learn what they need to learn, while increasing their retention and their ability to do it right.
- Individual learning styles - Find out how to identify the various ways people perceive and process information, and how to reach them with what they need to know.
- Accelerated Learning - How to create training that reaches all learners – quickly.
- Presentation techniques & tools - Explore the pros & cons of various tools and presentation styles, practice imprompt speaking with the benefit of real-time coaching.
- Measuring results - Learn how to evaluate training's impact in the workplace.
- Legal & ethical issues in training delivery - Examine ethical standards and how to keep training 'above board.'

WHAT YOU'LL RECEIVE:

- A *Systematic Approach to Training* workbook - A complete, step-by-step guide for what to do and how to do it. Includes templates, worksheets, samples, and more – covers all types of training.
- Bonus material - Additional tools, tips, & techniques, plus a handy "crib sheet" guidebook.
- A framed certificate of completion.
- Lunch is included on both days of class!

WORKSHOP CONTENT:

Section 1: OVERVIEW OF TRAINING ANALYSIS

- Is training the answer?
- *Systematic Approach to Training* Overview
- How People Learn (Learning Domains)
- Task Analysis
- Creating Learning Objectives (Mager & Gronlund)

Section 2: OVERVIEW OF TRAINING DESIGN / INTRO TO DEVELOPMENT

- Building a 'Necessary Skills' Inventory
- Establishing Prerequisites
- Creating Quizzes & Tests:
 - Written Tests
 - Performance Tests
- Learning Styles – Learning the Different Learning Preferences
- Structuring Presentations using the Accelerated Learning model
- Presentation Methods
 - Tips and Tricks for Using Visual Aids
- Creating Lesson Plans
- On-The-Job Training: The Skill-Transfer Method

Section 3: DEVELOPING TRAINING / INTRO TO DELIVERY

- Competency-Based Training
- Planning Presentations
 - Use of Checklists
 - Incorporating Case Studies
 - Instructor Guides
 - Physical environment
 - Availability / readiness of supplies
 - Contingencies
- Training Realities

Section 4: DELIVERING TRAINING / INTRO TO TRAINING EVALUATION

- Designing Evaluations
 - Formative
 - Summative
- Kirkpatrick's Four Levels of Evaluation
 - Use of Pretest / Post Test
 - Measuring for Results
- Creating Training Modules
- Creating Comprehensive Training Programs

Section 5: USING FEEDBACK AND CREATING TRAINING CULTURES

- o Getting Feedback and Improving Training
- o Student Presentations
- o Types of Training – What works best where and why
- o Aligning Training with Vision and Mission Statements
- o Creating a ‘Training’ Organization
- o Written Exam
- o Graduation – Awarding of Certificates

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Bonus: FREE PHONE SUPPORT

We understand that situations will arise in which you will have questions about how to apply your knowledge for a particular training need.

There’s no need to worry about remembering every little detail of we cover in class. Included in the cost of the workshop is free phone support. In other words, each participant can call for “tech support” and get assistance for any topic related to the training material.

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Register for this Train the Trainer workshop
to be held December 6 & 7 at Hotel 43 in Boise, Idaho

(208) 375-7606 - dan@workplace-excellence.com

or, complete form below and fax to (208) 375-7607

or mail to 10140 W. Meadowlark Street, Suite B., Boise, ID 83704

Please enroll me in your December 6 & 7 Train the Trainer Workshop

Name _____

Company _____

Address home
 work _____

Home or Mobile # _____

Work Phone # _____

Email Address _____

Fee: Only \$497
GROUP DISCOUNT:
Only \$467
if enrolling three or more people.
Note: If enrolling more than one person, please provide contact info for each attendee.
Fee includes all program materials & framed completion certificate, plus continental breakfast & lunch on both days.

Payment Method:

Visa MasterCard AmEx

Card # _____

Exp. Date: _____ Total Amt: _____

Name on Card: _____

Signature: _____

Invoice my company using the address shown, attention: _____

I'm sending a check

If you are unable to attend after registering, you may transfer this registration to another person at no extra charge. A refund will be granted, subject to a \$100 processing fee, for written notification of cancellation received at least fourteen days prior to the event. Registrants canceling after that date and/or failing to attend the training are responsible for entire enrollment fee. Leadership Development, Inc. reserves the right to cancel the training and should it do so, its liability shall be limited only to the amount of the enrollment fee.